About number formats

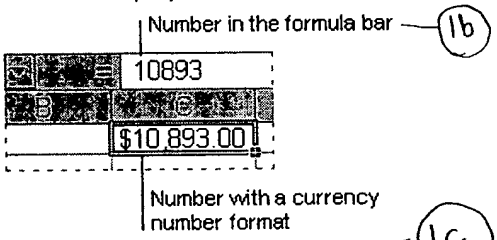
This topic provides reference information about:

The General number format

Built-in number formats

Custom number formats

In Microsoft Excel, you can use number formats to change the appearance of numbers, including dates and times, without changing the number behind the appearance. The number format you apply does not affect the actual cell value — displayed in the formula bar — that Excel uses to perform calculations.



The General number format

The General format is the default number format. For the most part, what you enter in a cell that is formatted with the General format is what is displayed. However, if the cell is not wide enough to show the entire number, the General format rounds numbers with decimals and uses scientific notation for large numbers. You can reset a number format to the General format.

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Built-in number formats

Excel contains many built-in number formats you can choose from. To see a complete list of these formats, click **Cells** on the **Format** menu, and then click the **Number** tab. The formats appear in categories on the left, including accounting, date, time, fraction, scientific, and text. The **Special** category includes formats for postal codes and phone numbers. Options for each category appear to the right of the **Category** list.

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Custom number formats

If a built-in number format doesn't display data the way you want, you can use the **Custom** category on the **Number** tab (**Format** menu, **Cells** command) to create a custom number format. Custom number formats use format codes that describe how you want to display a number, date, time, or text.

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More information

About basic custom number format codes

About custom number formats for dates and times

About custom number formats for currency, percentages, and exponential notation

About custom number formats for text and spacing

Additional resources

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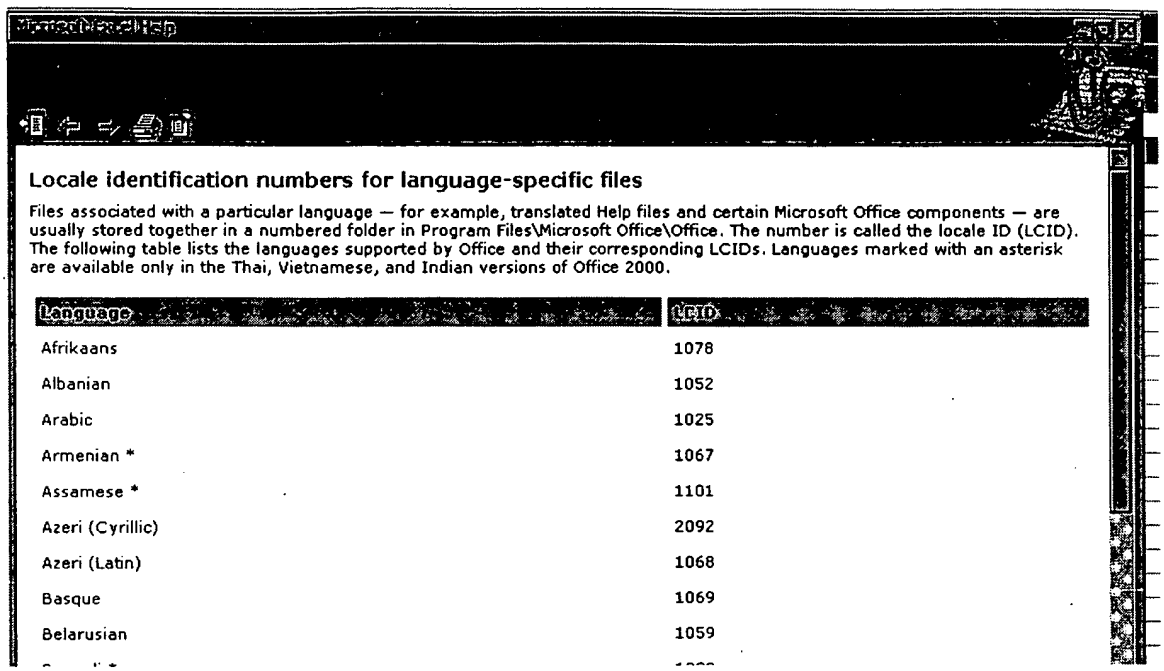

Locale identification numbers for language-specific files

Files associated with a particular language — for example, translated Help files and certain Microsoft Office components — are usually stored together in a numbered folder in Program Files\Microsoft Office\Office. The number is called the locale ID (LCID). The following table lists the languages supported by Office and their corresponding LCIDs. Languages marked with an asterisk are available only in the Thai, Vietnamese, and Indian versions of Office 2000.

Language	LCID
Afrikaans	1078
Albanian	1052
Arabic	1025
Armenian *	1067
Assamese *	1101
Azeri (Cyrillic)	2092
Azeri (Latin)	1068
Basque	1069
Belarusian	1059

Change the size, font, color, or other text format

What do you want to do?

Change the font or font size

Shrink the font size to show all data in a cell

Change the default font and font size used in new workbooks

Change the text color

Make selected text or numbers bold, italic, or underlined

Additional resources

Excel
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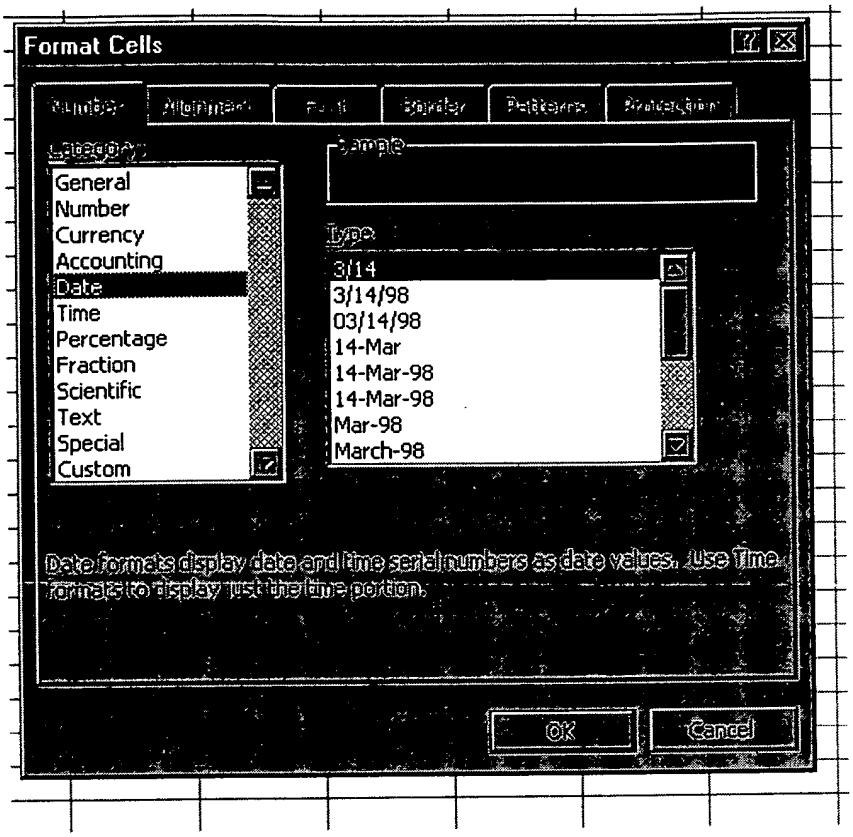
Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Type:
3/14
3/14/98
03/14/98
14-Mar
14-Mar-98
14-Mar-98
Mar-98
March-98
Date formats display date and time serial numbers as date values. Use Time formats to display just the time portion.
OK
Cancel

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About number format codes for dates and times

Days, months, and years To display days, months, and years, include the following format codes in a section. If you use "m" immediately after the "h" or "hh" code or immediately before the "ss" code, Microsoft Excel displays minutes instead of the month.

To display	Use this code
Months as 1-12	M
Months as 01-12	Mm
Months as Jan-Dec	Mmm
Months as January-December	Mmmm
Months as the first letter of the month	Mmmmm
Days as 1-31	D
Days as 01-31	Dd
Days as Sun-Sat	Ddd
Days as Sunday-Saturday	Dddd
Years as 00-99	Yy
Years as 1900-9999	Yyyy

Hours, minutes, and seconds To display hours, minutes, and seconds, include the following format codes in a section.

To display	Use this code
Hours as 0-23	H
Hours as 00-23	Hh
Minutes as 0-59	M
Minutes as 00-59	Mm
Seconds as 0-59	S
Seconds as 00-59	Ss
Hours as 4 AM	h AM/PM
Time as 4:36 PM	h:mm AM/PM
Time as 4:36:03 P	h:mm:ss A/P
Elapsed time in hours; for example, 25.02	[h]:mm
Elapsed time in minutes; for example, 63:46	[mm]:ss
Elapsed time in seconds	[ss]
Fractions of a second	h:mm:ss.00

AM and PM If the format contains an AM or PM, the hour is based on the 12-hour clock, where "AM" or "A" indicates times from midnight until noon and "PM" or "P" indicates times from noon until midnight. Otherwise, the hour is based on the 24-hour clock. The "m" or "mm" code must appear immediately after the "h" or "hh" code or immediately before the "ss" code; otherwise, Microsoft Excel displays the month instead of minutes.

EUROCONVERT

See Also

Converts a number to euros, converts a number from euros to a euro member currency, or converts a number from one euro member currency to another by using the euro as an intermediary (triangulation). The currencies available for conversion are those of European Union (EU) members that have adopted the euro. The function uses fixed conversion rates that are established by the EU.

Syntax

EUROCONVERT(number,source,target,full_precision,triangulation_precision)

Number is the currency value you want to convert, or a reference to a cell containing the value.

Source is a three-letter string, or reference to a cell containing the string, corresponding to the ISO code for the source currency. The following currency codes are available in the EUROCONVERT function:

Country	Basic unit of currency	ISO code
Belgium	franc	BEF
Luxembourg	franc	LUF
Germany	deutsche mark	DEM
Spain	peseta	ESP
France	franc	FRF
Ireland	pound	IEP
Italy	lira	ITL
Netherlands	guilder	NLG
Austria	schilling	ATS
Portugal	escudo	PTE
Finland	markka	FIM
Euro member states	euro	EUR

The following countries may adopt the euro after the initial version of EUROCONVERT, and if so, Microsoft will update the EUROCONVERT function. For information about new euro member currencies and updates to the EUROCONVERT function, connect to the Microsoft euro Web site.

Country	Basic unit of currency	ISO Code
Denmark	krone	DKK
Greece	drachma	GRD
Sweden	krona	SEK
UK	pound sterling	GBP

Target is a three-letter string, or cell reference, corresponding to the ISO code of the currency to which you want to convert the number. See the previous Source table for the ISO codes.

Full_precision is a logical value (TRUE or FALSE), or an expression that evaluates to a value of TRUE or FALSE, that specifies how to round the result.

Use	If you want Excel to
FALSE	Use the currency-specific rounding rules, see the table that follows. Excel uses the calculation precision value to calculate the result and the display precision value

	to display the result. FALSE is the default if the full_precision argument is omitted.
TRUE	Ignore the currency-specific rounding rules and instead use the six-significant-digit conversion factor with no follow-up rounding.

The following table shows the currency specific rounding rules, that is, how many decimal places Excel uses to calculate a currency's conversion and display the result.

ISO code	Calculation precision	Display precision
BEF	0	0
LUF	0	0
DEM	2	2
ESP	0	0
FRF	2	2
IEP	2	2
ITL	0	0
NLG	2	2
ATS	2	2
PTE	1	2
FIM	2	2
EUR	2	2

Triangulation_precision is an integer equal to or greater than 3 that specifies the number of significant digits to be used for the intermediate euro value when converting between two euro member currencies. If you omit this argument, Excel does not round the intermediate euro value. If you include this argument when converting from a euro member currency to the euro, Excel calculates the intermediate euro value that could then be converted to a euro member currency.

Remarks

- Excel truncates any trailing zeros in the return value.
- If the source ISO code is the same as the target ISO code, Excel returns the original value of the number.
- Invalid parameters return #NUM.
- This function does not apply a number format.

Examples

These examples assume conversion rates of 1 euro = 6.55957 French francs and 1.95583 deutsche marks. The EUROCONVERT function uses the current rates established by the EU. Microsoft will update the function if the rates change. To get full information about the rules and the rates currently in effect, see the European Commission publications about the euro. For information about obtaining these publications and updates to the EUROCONVERT function, connect to the Microsoft Office euro Web site.

The examples show the resulting value stored in the cell, not the formatted value.

`EUROCONVERT(1.20,"DEM","EUR")` equals 0.61 euro. Because neither full_precision nor triangulation_precision are specified, the result uses the calculation precision for the euro, which is 2 decimal places.

`EUROCONVERT(1,"FRF","EUR",TRUE,3)` equals 0.152 euro. When converting to euros, if full_precision is TRUE, the result has the precision specified by triangulation_precision.

`EUROCONVERT(1,"FRF","EUR",FALSE,3)` equals 0.15 euro. When converting to euros, if full_precision is

FALSE, the result uses the calculation precision for the euro, which is 2 decimal places.

EUROCONVERT(1,"FRF","DEM",TRUE,3) equals 0.29728616 DM. Because triangulation_precision is 3, the intermediate euro value is rounded to three places. Because full_precision is TRUE, the resulting deutsche mark value is stored with all significant digits.

EUROCONVERT(1,"FRF","DEM",FALSE,3) equals 0.30 DM. Because triangulation_precision is 3, the intermediate euro value is rounded to three places. Because full_precision is FALSE, the resulting deutsche mark value is rounded to the calculation precision for the deutsche mark, which is 2 decimal places.

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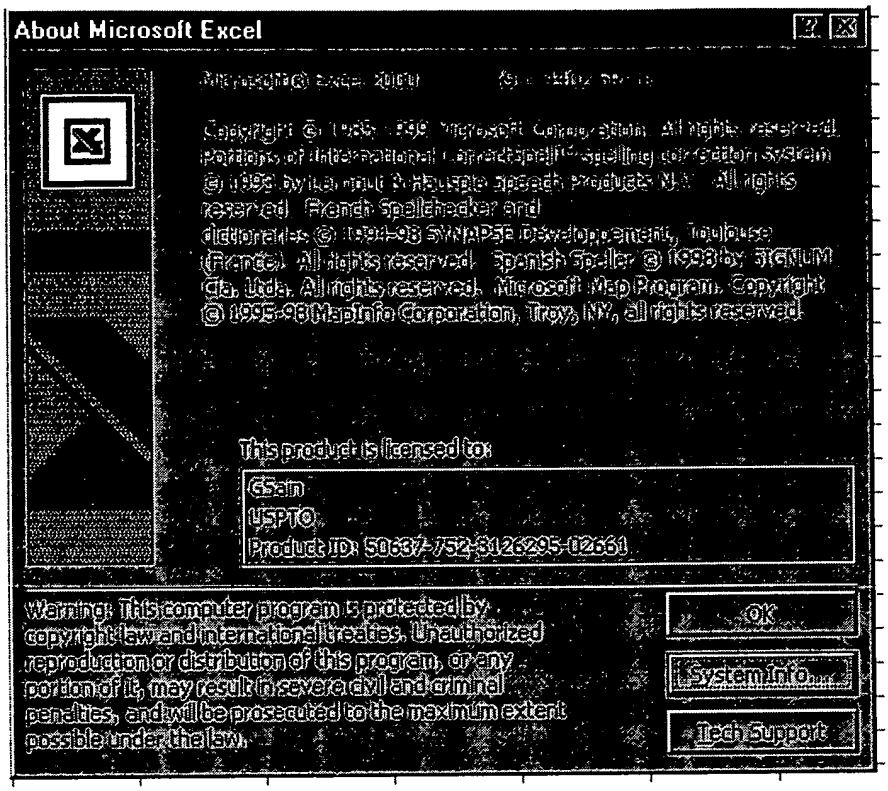
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OK
System Info...
Tech Support

Locale identification numbers for language-specific files

Files associated with a particular language — for example, translated Help files and certain Microsoft Office components — are usually stored together in a numbered folder in Program Files\Microsoft Office\Office. The number is called the locale ID (LCID). The following table lists the languages supported by Office and their corresponding LCIDs. Languages marked with an asterisk are available only in the Thai, Vietnamese, and Indian versions of Office 2000.

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Azeri (Latin)	1068
Basque	1069
Belarusian	1059
Bengali *	1093
Bulgarian	1026
Catalan	1027
Chinese (Simplified)	2052
Chinese (Traditional)	1028
Croatian	1050
Czech	1029
Danish	1030
Dutch	1043
English (Australian)	3081
English (Canadian)	4105
English (U.K.)	2057
English (U.S.)	1033
Estonian	1061
Faeroese	1080
Farsi	1065
Finnish	1035
French	1036
French (Canadian)	3084
Frisian	1122
Georgian *	1079

German	1031
German (Austrian)	3079
German (Swiss)	2055
Greek	1032
Gujarati *	1095
Hebrew	1037
Hindi *	1081
Hungarian	1038
Icelandic	1039
Indonesian	1057
Italian	1040
Japanese	1041
Kannada *	1099
Kashmiri *	1120
Kazakh	1087
Konkani *	1111
Korean	1042
Latvian	1062
Lithuanian	1063
Lithuanian (Classic)	2087
Macedonian	1071
Malay	1086
Malayalam *	1100
Manipuri *	1112
Marathi *	1102
Nepali *	1121
Norwegian Bokmal	1044
Norwegian Nynorsk	2068
Oriya *	1096
Polish	1045
Portuguese (Brazil)	1046
Portuguese (Portugal)	2070
Punjabi *	1094
Romanian	1048
Russian	1049

Sanskrit *	1103
Serbian (Cyrillic)	3098
Serbian (Latin)	2074
Sindhi *	1113
Slovak	1051
Slovenian	1060
Spanish	3082
Swahili	1089
Swedish	1053
Tamil *	1097
Tatar	1092
Telugu *	1098
Thai *	1054
Turkish	1055
Ukrainian	1058
Urdu	1056
Uzbek (Cyrillic)	2115
Uzbek (Latin)	1091
Vietnamese *	1066

Combine and organize related files by using Office Binder

This topic provides reference information about:

What is Office Binder?

Starting Office Binder

Creating a binder

Getting more information about Office Binder

What is Office Binder?

If you installed Microsoft Office, you can use the Office Binder to keep related files created in different programs together (as you might use a binder clip). For example, if you have a Microsoft Word document, a Microsoft Excel workbook, and Microsoft PowerPoint slides that make up a single report, place them in a binder to work on them together. In a binder, you can do any of the following:

- Check spelling and grammar
- Apply a consistent style
- Add page numbers consecutively across all the files (called sections in the binder)
- Print the sections
- Work on the sections individually
- Preview or print an individual section in a binder, selected sections in a binder, or the entire binder
- Print the same header and footer for all sections in the binder, or create a different header and footer for each section

If the information you want to organize is only in Word, you can keep it in one Word document and use section breaks to separate sections and vary the layout and formatting. To combine and organize related Word documents but maintain the information in separate documents, you can use a master document and subdocuments.

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Starting Office Binder

To start the Office Binder program, click the Microsoft Windows **Start** button, point to **Programs**, point to **Office Tools**, and then click **Microsoft Binder**. If the **Microsoft Binder** command or the Binder icon is not available, run the Microsoft Windows installer again to install Office Binder. How to install a program or component of Office.

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Creating a binder

To create a new binder, click **New Binder** on the **File** menu in Office Binder. When you're working in the Office Binder window, the left pane shows the sections that make up the binder you're working on, and the right pane shows the active section. The files you add to the binder can be new, blank files or existing files. To add an existing file to a binder, drag the file from Microsoft Windows Explorer to the left pane of the Office Binder window, or click **Add from File** on the **Section** menu in Office Binder.

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Getting more information about Office Binder

On the **Help** menu in **Office Binder**, point to **Binder Help**, and then click **Microsoft Office Binder Help**.

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About number formats

This topic provides reference information about:

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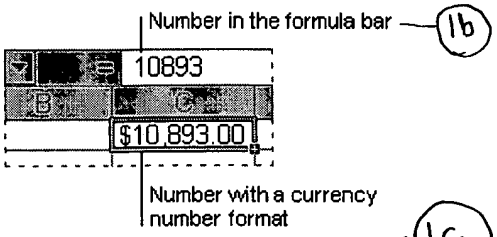
Custom number formats

1a In Microsoft Excel, you can use number formats to change the appearance of numbers, including dates and times, without changing the number behind the appearance. The number format you apply does not affect the actual cell value — displayed in the formula bar — that Excel uses to perform calculations.



The General number format

1c

1d The General format is the default number format. For the most part, what you enter in a cell that is formatted with the General format is what is displayed. However, if the cell is not wide enough to show the entire number, the General format rounds numbers with decimals and uses scientific notation for large numbers. You can reset a number format to the General format.

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Built-in number formats

1f Excel contains many built-in number formats you can choose from. To see a complete list of these formats, click **Cells** on the **Format** menu, and then click the **Number** tab. The formats appear in categories on the left, including accounting, date, time, fraction, scientific, and text. The **Special** category includes formats for postal codes and phone numbers. Options for each category appear to the right of the **Category** list.

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Custom number formats

1e If a built-in number format doesn't display data the way you want, you can use the **Custom** category on the **Number** tab (**Format** menu, **Cells** command) to create a custom number format. Custom number formats use format codes that describe how you want to display a number, date, time, or text.

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More information

About basic custom number format codes

About custom number formats for dates and times

About custom number formats for currency, percentages, and exponential notation

About custom number formats for text and spacing

Additional resources

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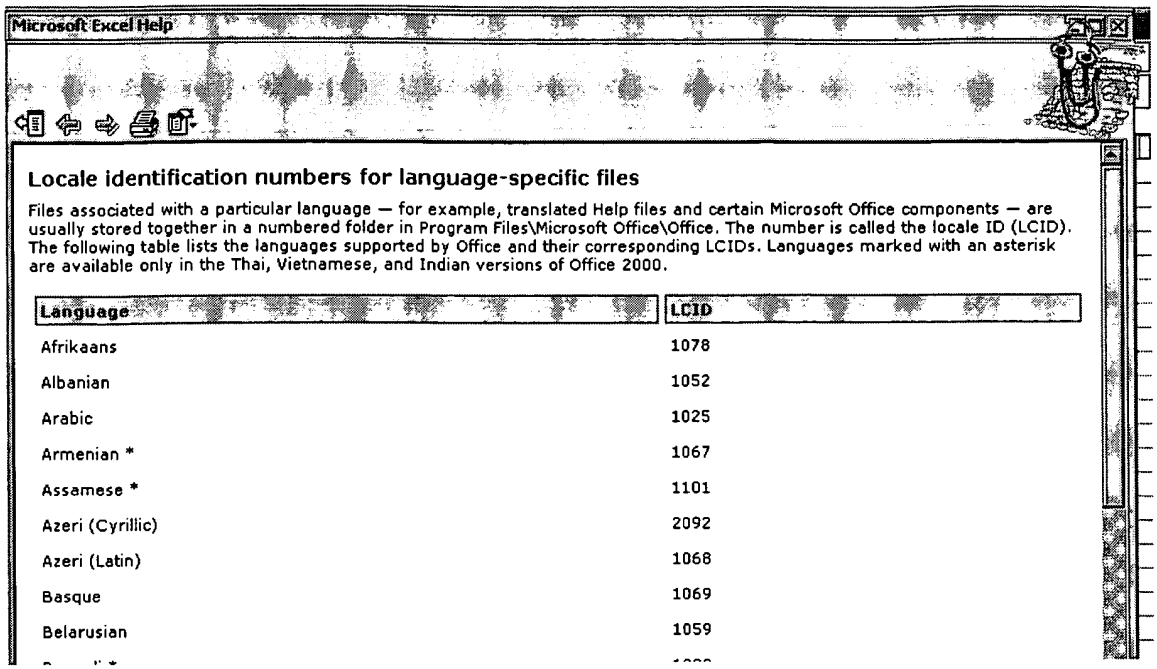
Page 2



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Belarusian	1059

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page 3

Change the size, font, color, or other text format

What do you want to do?

Change the font or font size

Shrink the font size to show all data in a cell

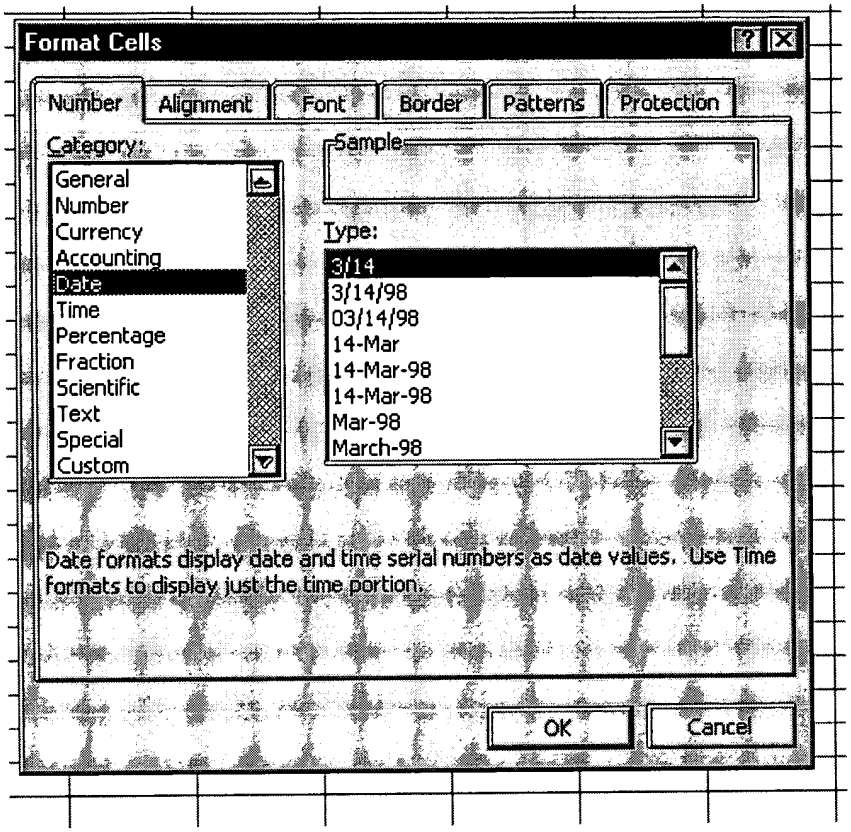
Change the default font and font size used in new workbooks

Change the text color

Make selected text or numbers bold, italic, or underlined

Additional resources

Excel page 4


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
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03/14/98
14-Mar
14-Mar-98
14-Mar-98
Mar-98
March-98
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OK
Cancel

Excel
5 pages

About number format codes for dates and times

Days, months, and years To display days, months, and years, include the following format codes in a section. If you use "m" immediately after the "h" or "hh" code or immediately before the "ss" code, Microsoft Excel displays minutes instead of the month.

To display	Use this code
Months as 1-12	M
Months as 01-12	Mm
Months as Jan-Dec	Mmm
Months as January-December	Mmmm
Months as the first letter of the month	Mmmmm
Days as 1-31	D
Days as 01-31	Dd
Days as Sun-Sat	Ddd
Days as Sunday-Saturday	Dddd
Years as 00-99	Yy
Years as 1900-9999	Yyyy

Hours, minutes, and seconds To display hours, minutes, and seconds, include the following format codes in a section.

To display	Use this code
Hours as 0-23	H
Hours as 00-23	Hh
Minutes as 0-59	M
Minutes as 00-59	Mm
Seconds as 0-59	S
Seconds as 00-59	Ss
Hours as 4 AM	h AM/PM
Time as 4:36 PM	h:mm AM/PM
Time as 4:36:03 P	h:mm:ss A/P
Elapsed time in hours; for example, 25.02	[h]:mm
Elapsed time in minutes; for example, 63:46	[mm]:ss
Elapsed time in seconds	[ss]
Fractions of a second	h:mm:ss.00

AM and PM If the format contains an AM or PM, the hour is based on the 12-hour clock, where "AM" or "A" indicates times from midnight until noon and "PM" or "P" indicates times from noon until midnight. Otherwise, the hour is based on the 24-hour clock. The "m" or "mm" code must appear immediately after the "h" or "hh" code or immediately before the "ss" code; otherwise, Microsoft Excel displays the month instead of minutes.

EUROCONVERT

See Also

Converts a number to euros, converts a number from euros to a euro member currency, or converts a number from one euro member currency to another by using the euro as an intermediary (triangulation). The currencies available for conversion are those of European Union (EU) members that have adopted the euro. The function uses fixed conversion rates that are established by the EU.

Syntax

EUROCONVERT(number,source,target,full_precision,triangulation_precision)

Number is the currency value you want to convert, or a reference to a cell containing the value.

Source is a three-letter string, or reference to a cell containing the string, corresponding to the ISO code for the source currency. The following currency codes are available in the EUROCONVERT function:

Country	Basic unit of currency	ISO code
Belgium	franc	BEF
Luxembourg	franc	LUF
Germany	deutsche mark	DEM
Spain	peseta	ESP
France	franc	FRF
Ireland	pound	IEP
Italy	lira	ITL
Netherlands	guilder	NLG
Austria	schilling	ATS
Portugal	escudo	PTE
Finland	markka	FIM
Euro member states	euro	EUR

The following countries may adopt the euro after the initial version of EUROCONVERT, and if so, Microsoft will update the EUROCONVERT function. For information about new euro member currencies and updates to the EUROCONVERT function, connect to the Microsoft euro Web site.

Country	Basic unit of currency	ISO Code
Denmark	krone	DKK
Greece	drachma	GRD
Sweden	krona	SEK
UK	pound sterling	GBP

Target is a three-letter string, or cell reference, corresponding to the ISO code of the currency to which you want to convert the number. See the previous Source table for the ISO codes.

Full_precision is a logical value (TRUE or FALSE), or an expression that evaluates to a value of TRUE or FALSE, that specifies how to round the result.

Use	If you want Excel to
FALSE	Use the currency-specific rounding rules, see the table that follows. Excel uses the calculation precision value to calculate the result and the display precision value

	to display the result. FALSE is the default if the full_precision argument is omitted.
TRUE	Ignore the currency-specific rounding rules and instead use the six-significant-digit conversion factor with no follow-up rounding.

The following table shows the currency specific rounding rules, that is, how many decimal places Excel uses to calculate a currency's conversion and display the result.

ISO code	Calculation precision	Display precision
BEF	0	0
LUF	0	0
DEM	2	2
ESP	0	0
FRF	2	2
IEP	2	2
ITL	0	0
NLG	2	2
ATS	2	2
PTE	1	2
FIM	2	2
EUR	2	2

Triangulation_precision is an integer equal to or greater than 3 that specifies the number of significant digits to be used for the intermediate euro value when converting between two euro member currencies. If you omit this argument, Excel does not round the intermediate euro value. If you include this argument when converting from a euro member currency to the euro, Excel calculates the intermediate euro value that could then be converted to a euro member currency.

Remarks

- Excel truncates any trailing zeros in the return value.
- If the source ISO code is the same as the target ISO code, Excel returns the original value of the number.
- Invalid parameters return #NUM.
- This function does not apply a number format.

Examples

These examples assume conversion rates of 1 euro = 6.55957 French francs and 1.95583 deutsche marks. The EUROCONVERT function uses the current rates established by the EU. Microsoft will update the function if the rates change. To get full information about the rules and the rates currently in effect, see the European Commission publications about the euro. For information about obtaining these publications and updates to the EUROCONVERT function, connect to the Microsoft Office euro Web site.

The examples show the resulting value stored in the cell, not the formatted value.

`EUROCONVERT(1.20,"DEM","EUR")` equals 0.61 euro. Because neither full_precision nor triangulation_precision are specified, the result uses the calculation precision for the euro, which is 2 decimal places.

`EUROCONVERT(1,"FRF","EUR",TRUE,3)` equals 0.152 euro. When converting to euros, if full_precision is TRUE, the result has the precision specified by triangulation_precision.

`EUROCONVERT(1,"FRF","EUR",FALSE,3)` equals 0.15 euro. When converting to euros, if full_precision is

FALSE, the result uses the calculation precision for the euro, which is 2 decimal places.

EUROCONVERT(1,"FRF","DEM",TRUE,3) equals 0.29728616 DM. Because triangulation_precision is 3, the intermediate euro value is rounded to three places. Because full_precision is TRUE, the resulting deutsche mark value is stored with all significant digits.

EUROCONVERT(1,"FRF","DEM",FALSE,3) equals 0.30 DM. Because triangulation_precision is 3, the intermediate euro value is rounded to three places. Because full_precision is FALSE, the resulting deutsche mark value is rounded to the calculation precision for the deutsche mark, which is 2 decimal places.

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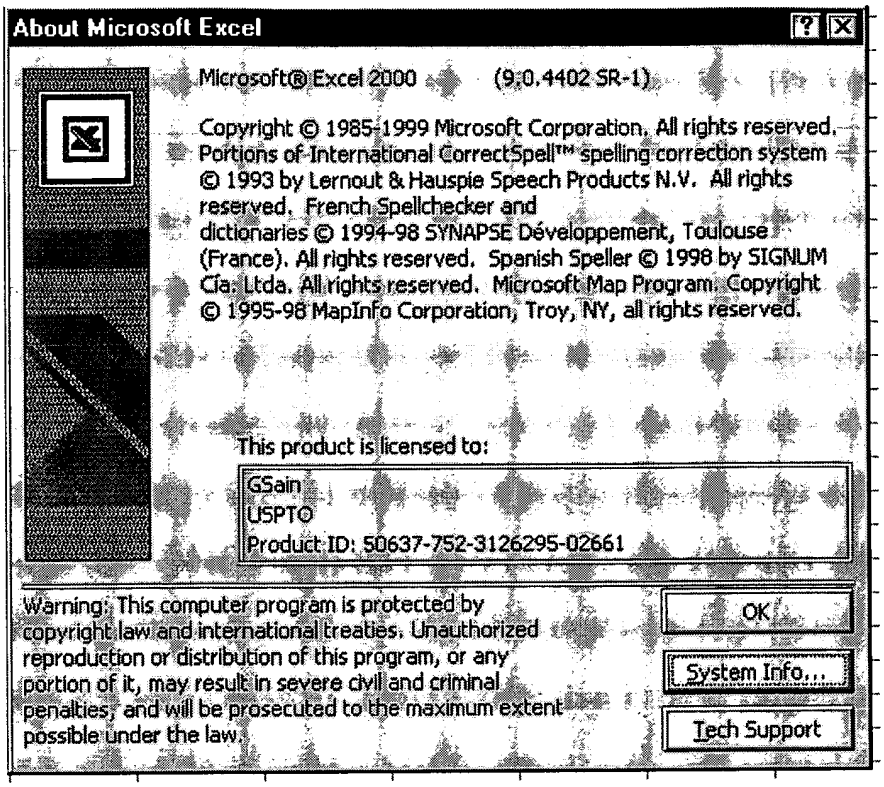
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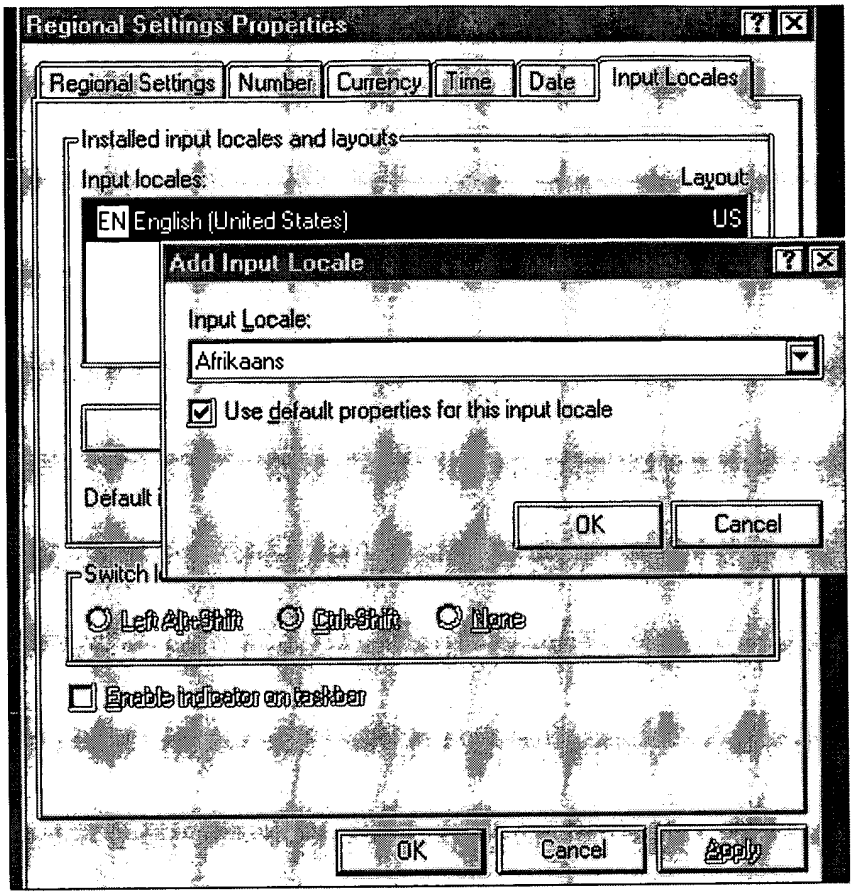
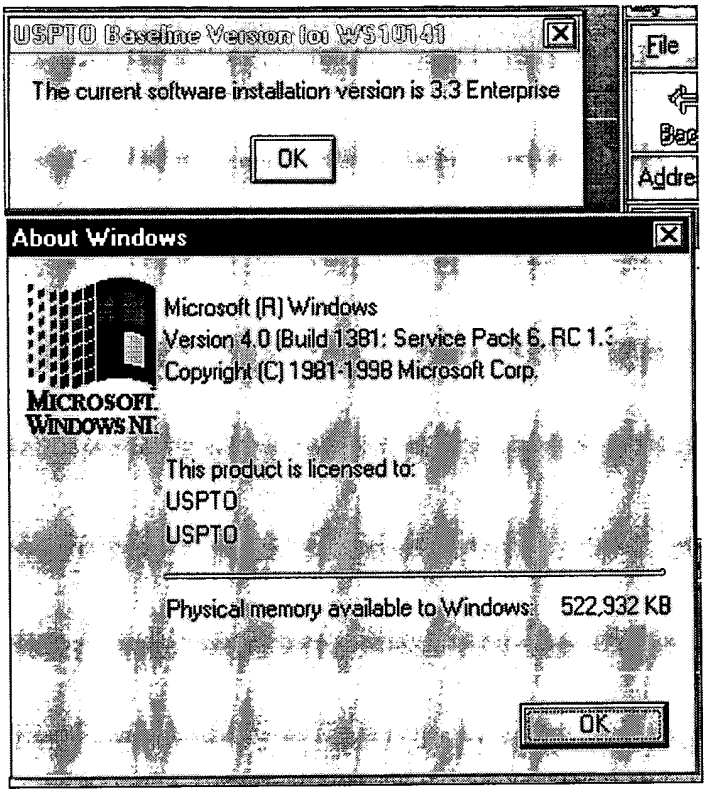
USPTO
Product ID: 50637-752-3126295-02661
Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.
OK
System Info...
Tech Support

WINDOWS NT
Panel.




USPTO Baseline Version for WS10141
The current software installation version is 3.3 Enterprise
OK
File
Addre
About Windows
Microsoft (R) Windows
Version 4.0 (Build 1381: Service Pack 6, RC 1.3
Copyright (C) 1981-1998 Microsoft Corp.
MICROSOFT
WINDOWS NT
This product is licensed to:
USPTO
USPTO
Physical memory available to Windows: 522,932 KB
OK

Change the appearance of text in an AutoShape or text box

1. Select the text in the AutoShape or text box that you want to change.
2. If you selected an AutoShape, click **AutoShape** on the **Format** menu, and then click the **Font** tab.
   If you selected a text box, click **Text Box** on the **Format** menu, and then click the **Font** tab.
3. Select the options you want.
   For Help on an option, click the question mark and then click the option.

Additional resources

About number format codes for decimal places, spaces, colors, and conditions

Use number format codes to create a custom number format.

Decimal points and significant digits To format fractions or numbers with decimal points, include the following digit placeholders in a section. If a number has more digits to the right of the decimal point than there are placeholders in the format, the number rounds to as many decimal places as there are placeholders. If there are more digits to the left of the decimal point than there are placeholders, the extra digits are displayed. If the format contains only number signs (#) to the left of the decimal point, numbers less than 1 begin with a decimal point.

- # displays only significant digits and does not display insignificant zeros.
- 0 (zero) displays insignificant zeros if a number has fewer digits than there are zeros in the format.
- ? adds spaces for insignificant zeros on either side of the decimal point so that decimal points align when formatted with a fixed-width font, such as Courier New. You can also use ? for fractions that have varying numbers of digits.

To display	Use this code
1234.59 as 1234.6	####.#
8.9 as 8.900	#.000
.631 as 0.6	0.#
12 as 12.0 and 1234.568 as 1234.57	#.0#
44.398, 102.65, and 2.8 with aligned decimals	???.???
5.25 as 5 1/4 and 5.3 as 5 3/10, with aligned division symbols	# ???/???

Thousands separator To display a comma as a thousands separator or to scale a number by a multiple of one thousand, include a comma in the number format.

To display	Use this code
12000 as 12,000	#,###
12000 as 12	#,
12200000 as 12.2	0.0,,

Color To set the color for a section of the format, type the name of one of the following eight colors in square brackets in the section. The color code must be the first item in the section.

[Black]	[Blue]
[Cyan]	[Green]
[Magenta]	[Red]
[White]	[Yellow]

Conditions To set number formats that will be applied only if a number meets a condition you specify, enclose the condition in square brackets. The condition consists of a comparison operator and a value. For example, the following format displays numbers less than or equal to 100 in a red font and numbers greater than 100 in a blue font.

```
[Red][<=100];[Blue][>100]
```

To apply conditional formats to cells — for example, color shading that depends on the value of a cell — use the **Conditional Formatting** command on the **Format** menu.

Additional resources

Microsoft Excel Help

How Microsoft Excel converts values in formulas

When you enter a formula, Microsoft Excel expects certain types of values for each operator. If you enter a different type of value than is expected, Microsoft Excel sometimes is able to convert the value.

The formula	Produces	Explanation
="1"+"2"	3	When you use a plus sign (+), Microsoft Excel expects numbers in the formula. Even though the quotation marks mean that "1" and "2" are text values, Microsoft Excel automatically converts the text values to numbers.
=1+"$4.00"	5	When a formula expects a number, Microsoft Excel converts text if it is in a format that would usually be accepted for a number.
="6/1/2001"-"5/1/2001"	31	Microsoft Excel interprets the text as a date in the mm/dd/yy format, converts the dates to serial numbers, and then calculates the difference between them.
=SQRT("8+1")	#VALUE!	Microsoft Excel cannot convert the text to a number because the text "8+1" cannot be converted to a number. If you use "9" or "8"+"1" instead of "8+1", the formula will convert the text to a number and return the result of 3.
="A"&TRUE	ATRUE	When text is expected, Microsoft Excel converts numbers and logical values such as TRUE and FALSE to text.

Locale identification numbers for language-specific files

Files associated with a particular language — for example, translated Help files and certain Microsoft Office components — are usually stored together in a numbered folder in Program Files\Microsoft Office\Office. The number is called the locale ID (LCID). The following table lists the languages supported by Office and their corresponding LCIDs. Languages marked with an asterisk are available only in the Thai, Vietnamese, and Indian versions of Office 2000.

Language	LCID
Afrikaans	1078
Albanian	1052
Arabic	1025
Armenian *	1067
Assamese *	1101
Azeri (Cyrillic)	2092
Azeri (Latin)	1068
Basque	1069
Belarusian	1059
Bengali *	1093
Bulgarian	1026
Catalan	1027
Chinese (Simplified)	2052
Chinese (Traditional)	1028
Croatian	1050
Czech	1029
Danish	1030
Dutch	1043
English (Australian)	3081
English (Canadian)	4105
English (U.K.)	2057
English (U.S.)	1033
Estonian	1061
Faeroese	1080
Farsi	1065
Finnish	1035
French	1036
French (Canadian)	3084
Frisian	1122
Georgian *	1079

German	1031
German (Austrian)	3079
German (Swiss)	2055
Greek	1032
Gujarati *	1095
Hebrew	1037
Hindi *	1081
Hungarian	1038
Icelandic	1039
Indonesian	1057
Italian	1040
Japanese	1041
Kannada *	1099
Kashmiri *	1120
Kazakh	1087
Konkani *	1111
Korean	1042
Latvian	1062
Lithuanian	1063
Lithuanian (Classic)	2087
Macedonian	1071
Malay	1086
Malayalam *	1100
Manipuri *	1112
Marathi *	1102
Nepali *	1121
Norwegian Bokmal	1044
Norwegian Nynorsk	2068
Oriya *	1096
Polish	1045
Portuguese (Brazil)	1046
Portuguese (Portugal)	2070
Punjabi *	1094
Romanian	1048
Russian	1049

Sanskrit *	1103
Serbian (Cyrillic)	3098
Serbian (Latin)	2074
Sindhi *	1113
Slovak	1051
Slovenian	1060
Spanish	3082
Swahili	1089
Swedish	1053
Tamil *	1097
Tatar	1092
Telugu *	1098
Thai *	1054
Turkish	1055
Ukrainian	1058
Urdu	1056
Uzbek (Cyrillic)	2115
Uzbek (Latin)	1091
Vietnamese *	1066

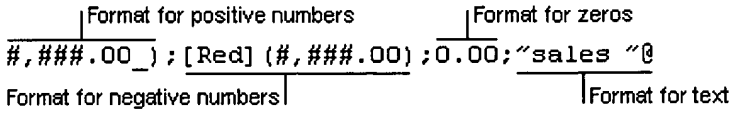
Create a custom number format

1. Select the cells you want to format.
2. On the **Format** menu, click **Cells**, and then click the **Number** tab.

   Show Me
3. In the **Category** list, click a category, and then click a built-in format that resembles the one you want.
4. In the **Category** list, click **Custom**.
5. In the **Type** box, edit the number format codes to create the format you want.

   Editing a built-in format does not remove the format.

   You can specify up to four sections of format codes. The sections, separated by semicolons, define the formats for positive numbers, negative numbers, zero values, and text, in that order. If you specify only two sections, the first is used for positive numbers and zeros, and the second is used for negative numbers. If you specify one section, all numbers use that format. If you skip a section, include the ending semicolon for that section.

   Use format codes that describe how you want to display a number, date or time, currency, percentage, or scientific notation, and text or spacing.

Additional resources

Microsoft Office Online

Search: Office 2000 assistance | locale

Home
Assistance
Training
Templates
Clip Art and Media
Downloads
Office Marketplace
Product Information

Things To Do
Suggest new content
Get our newsletter
Give us feedback

Access security: Create a new workgroup information file

Assistance > Office 2000 > Access 2000

Applies to

Microsoft Access 97 and 2000

If you don't already have a workgroup information file with a unique workgroup ID (WID), creating a new workgroup information file is the first step in securing an Access database - and one of the most importan

When you install Access, you enter a user name and organization. The installation program automatically Access workgroup information file that is identified by the user name and organization you specified. Beca information is often easy to determine, it's possible for unauthorized users to create another version of thi workgroup information file and consequently assume the irrevocable permissions of an administrator acco member of the Admins group) in the workgroup defined by that workgroup information file. To prevent th a new workgroup information file, and specify a workgroup ID (WID). Only someone who knows the WID able to create a copy of the workgroup information file.

Another reason to create a new workgroup information file is that if you secure an Access database witho a new workgroup information file, and you then remove Microsoft Access or Microsoft Office, the default v information file may also be removed. If you have secured your database without creating a new workgro information file, and if the default workgroup information file is removed, you will no longer be able to acc database. Although it's possible to rebuild your workgroup information file if you have all the necessary inf this can be a time-consuming process.

Creating a New Workgroup Information File

In Access 2000, you can use the User-Level Security Wizard (**Tools** menu, **Security** submenu) to secure database. You can have the wizard create a new workgroup information file for you. You can also have th generate a report that contains all the information you would need to re-create your workgroup informatic

If you implement security without the wizard, or if you are working in a previous version of Access, you ne create the new workgroup information file on your own.

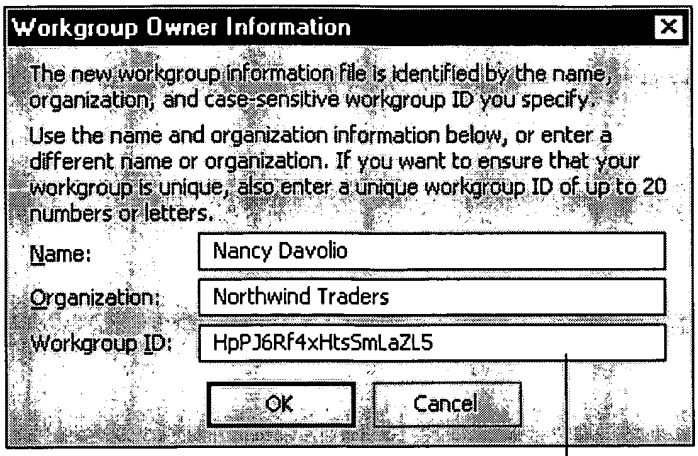
Create a new workgroup information file without a wizard

1. If you are running Access, exit it.
2. In the location listed in the following table, double-click **Wrkgadm.exe** to open the Workgroup Administrator, and then click **Create**.

Version of Access	Default location of Wrkgadm.exe
Access 2000	\Program Files\Microsoft Office\Office*LanguageID*
Access 97	\Windows\System\
Access 95	\MSOffice\Access\
Access 2.0	Directory where you have installed Access 2.0.

Note In the default location for Access 2000, *LanguageID* is the number that corresponds to the version of Office you're running - for example, \1033 for U.S. English. For a list of language identifi numbers, type **locale identification numbers** in the Office Assistant or on the **Answer Wizard** Help window, click **Search**, and then click **Locale identification numbers for language-specif** Alternatively, you can use the **MS Access Workgroup Administrator** shortcut in the \Program Files\Microsoft Office\Office folder.

3. In the **Workgroup Owner Information** dialog box, type values in the **Name**, **Organization**, ar **Workgroup ID** boxes. Your workgroup ID can be any combination of up to 20 numbers and letter down the exact values you enter - including whether letters are uppercase or lowercase - and keep secure place.



4. In the **Workgroup Information File** dialog box, type a new name for the workgroup information click **OK**. If you want to save the new workgroup information file to a different location, type a new click **Browse** to specify the new path.
5. Continue to secure your database. After you have defined users and groups and secured your datal make a backup copy of your new workgroup information file and keep it in a secure place.

   If the workgroup information file is damaged or deleted, you lose access to any database you have with the user and group accounts that are stored in this file. If this happens, you can restore acces secured databases by restoring a backup copy of this file.

   If no backup is available, you can re-create an identical copy of the workgroup information file by r this procedure and using the values that you wrote down in step 3. After you have re-created the replacement file, you must re-create the user and group accounts that existed in the original workg information file.

Additional Resources

For more information about removal of your workgroup information file when you uninstall Access or Offic following article in the Microsoft Knowledge Base:

OFF2000: Uninstalling Microsoft Access or Microsoft Office removes System.mdw and sample databases.

For more information about the steps to secure a database, as well as other answers to frequently asked about Access security, see the Access Security FAQ Document , available from the Microsoft Personal Supp Center.

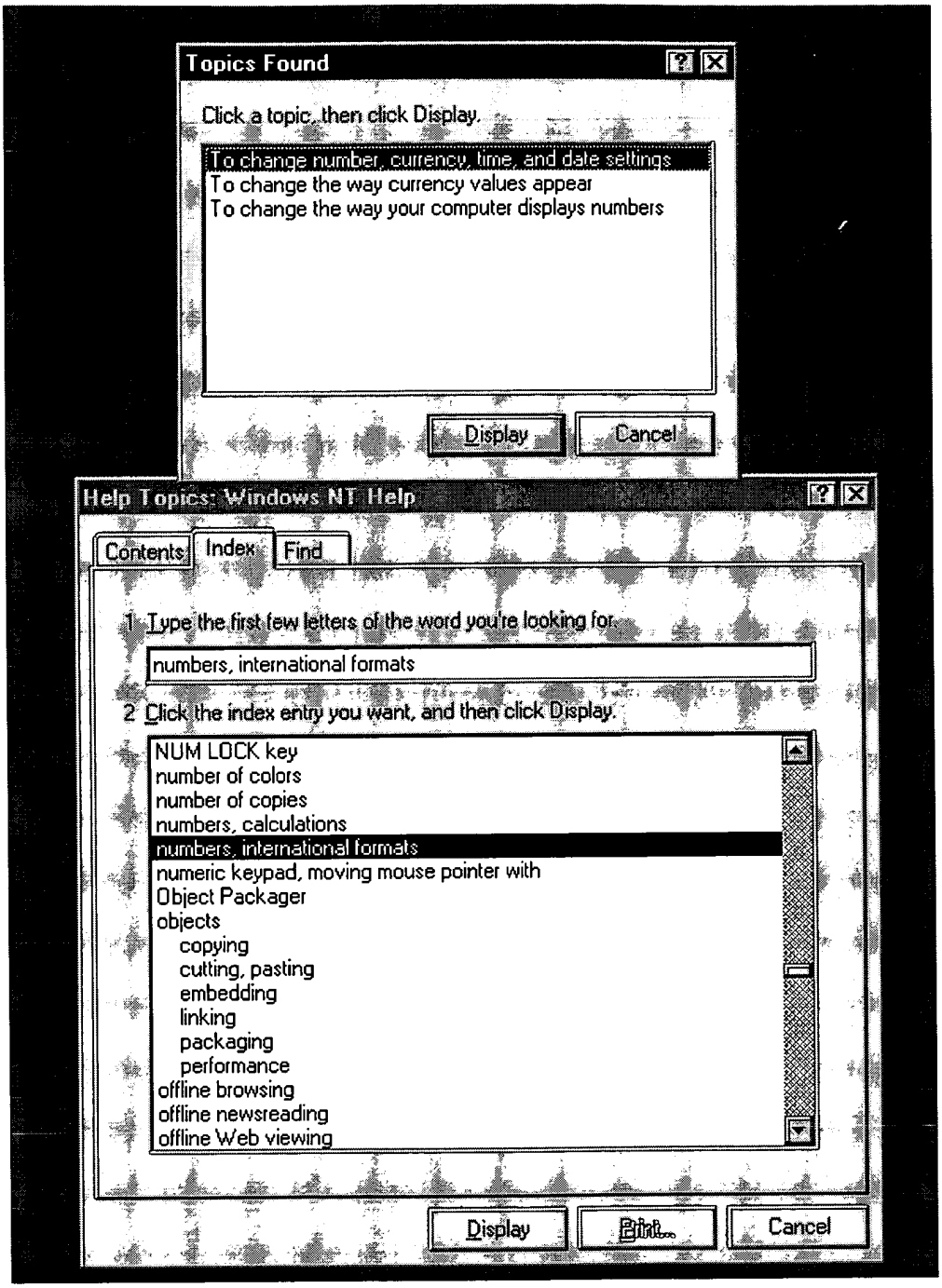
For more information about using security in Access, see the *Microsoft Office 2000/Visual Basic Programm* (Microsoft Press, 1999).

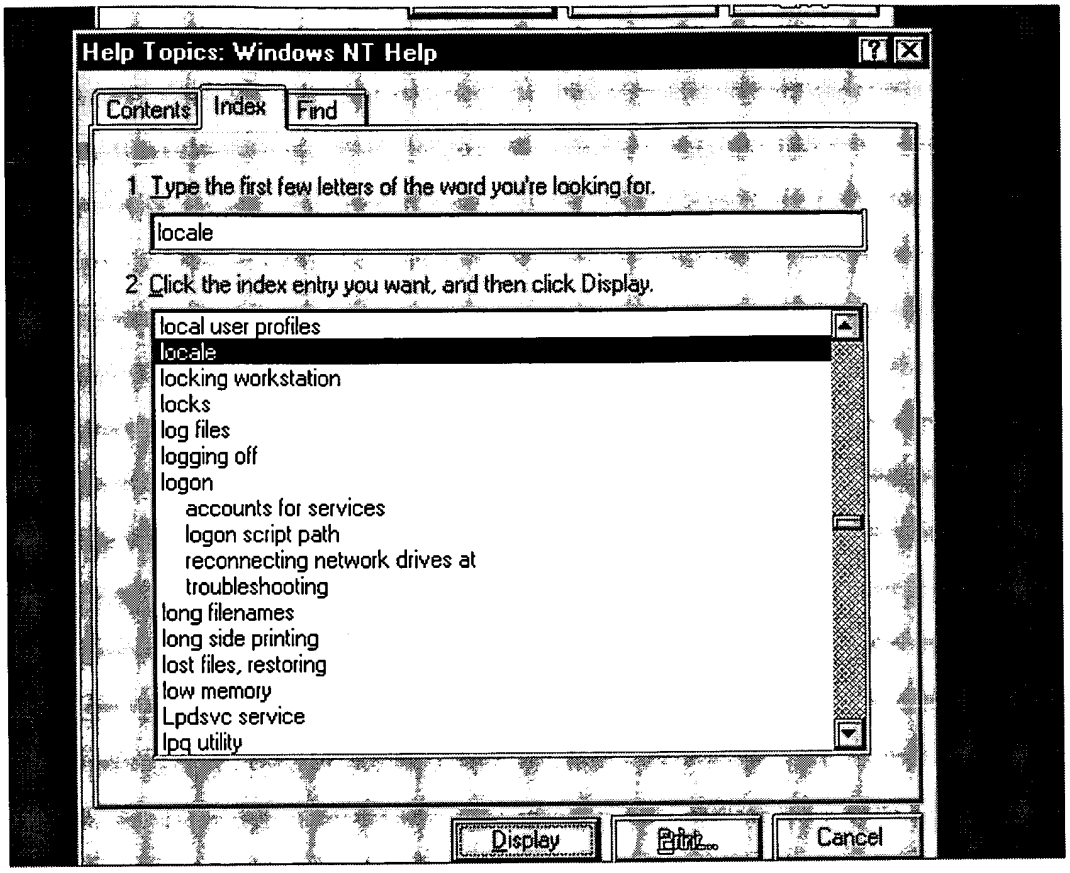
Information about Access security is also available in Help - see the topics listed in the following table.

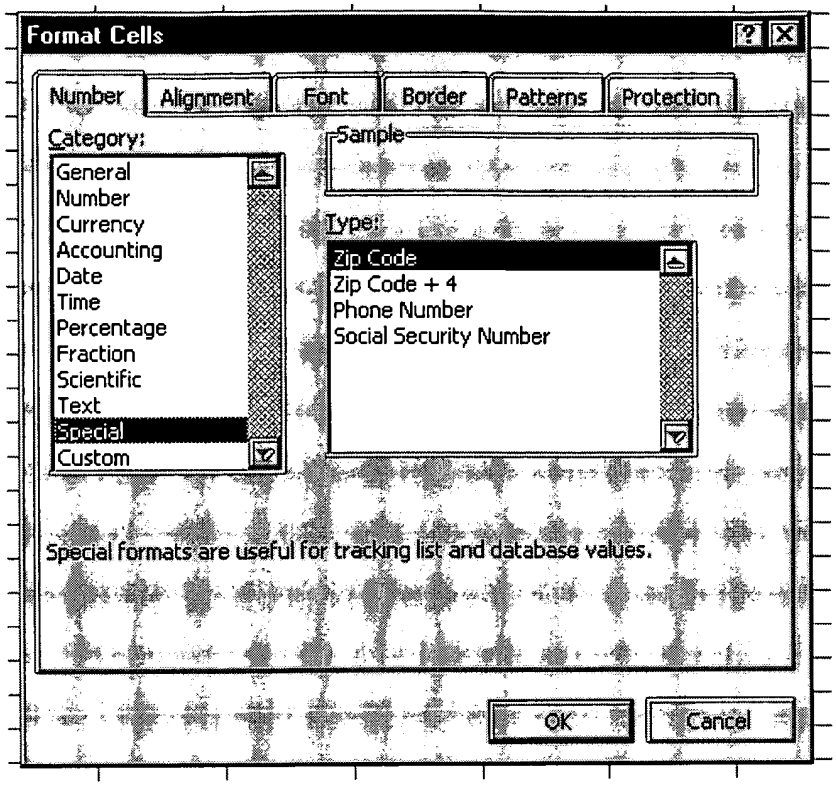
For more information about	In Access Help, read
Working with workgroup information files	Work with a workgroup information file
Creating a new workgroup information file	Create a new Microsoft Access workgroup information file
Access security in general	About protecting a Microsoft Access database
Using a wizard to secure a database	Secure a database by using the User-Level Security Wizard
Re-creating your workgroup information file	Rebuild a workgroup information file from user and group nar IDs

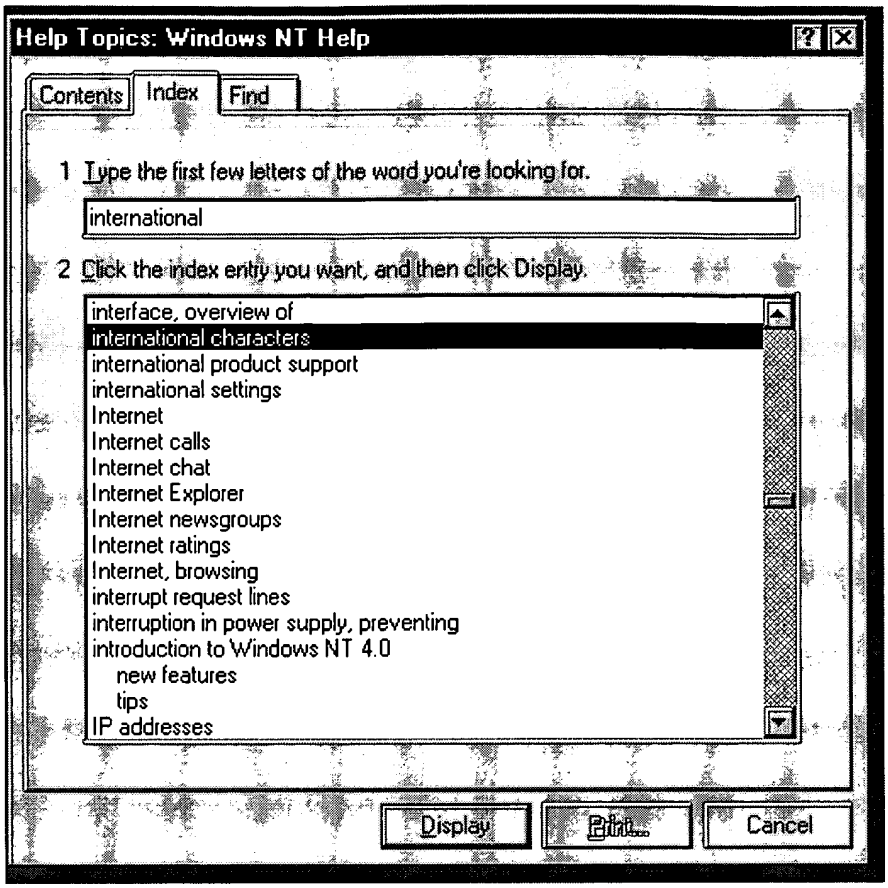
Was this information helpful?

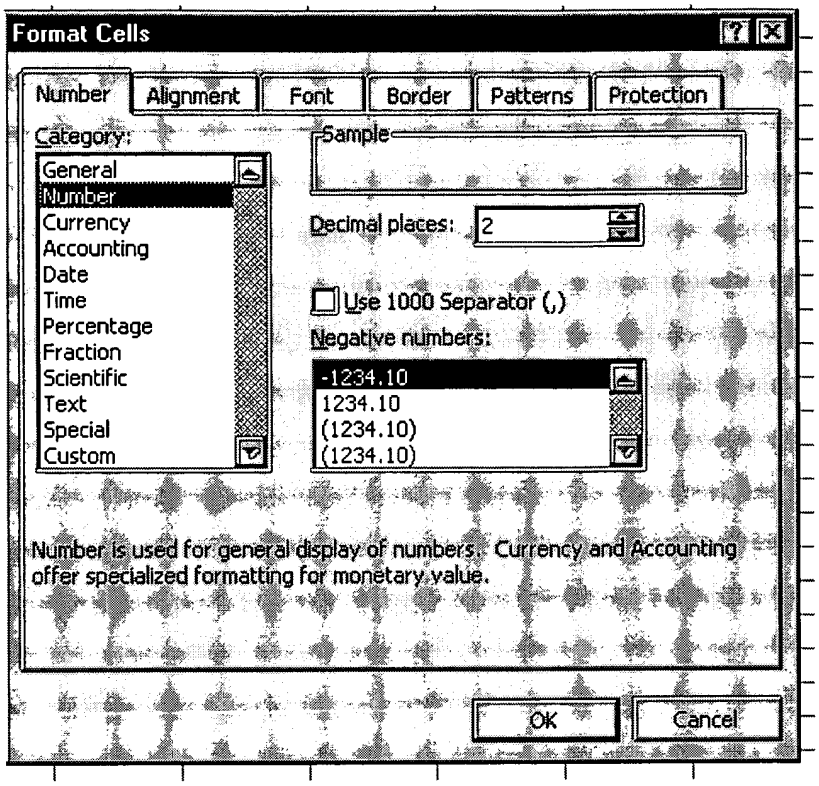
Yes No

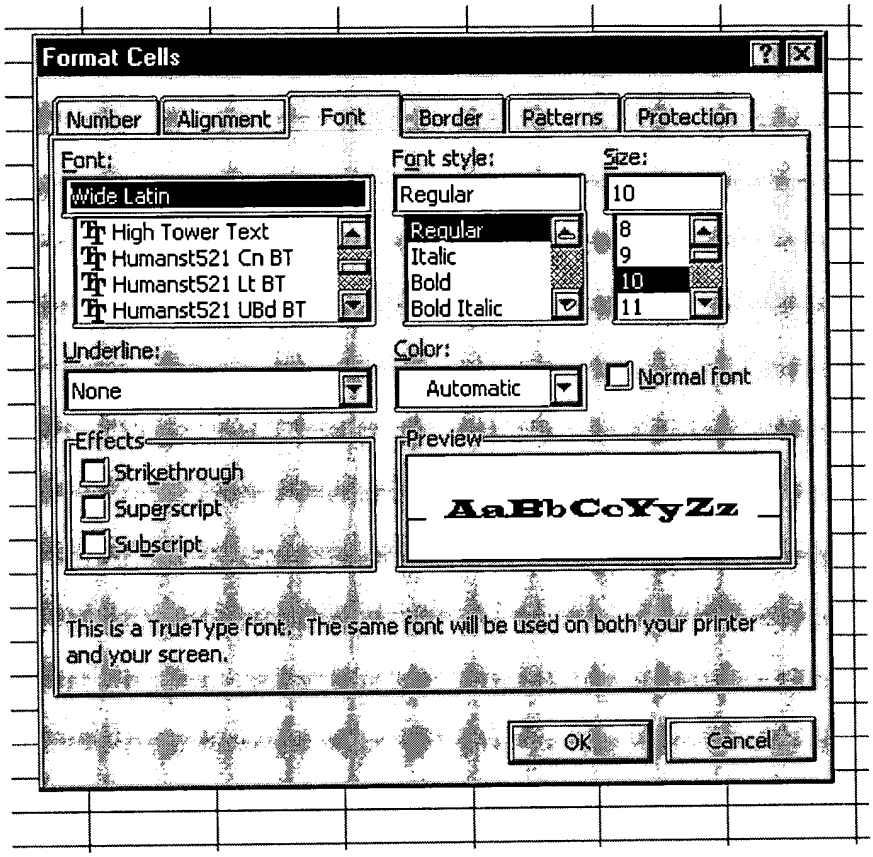

Topics Found
Click a topic, then click Display.
To change number, currency, time, and date settings
To change the way currency values appear
To change the way your computer displays numbers
Display
Cancel
Help Topics: Windows NT Help
Contents
Index
Find
1 Type the first few letters of the word you're looking for.
numbers, international formats
2 Click the index entry you want, and then click Display.
NUM LOCK key
number of colors
number of copies
numbers, calculations
numbers, international formats
numeric keypad, moving mouse pointer with
Object Packager
objects
copying
cutting, pasting
embedding
linking
packaging
performance
offline browsing
offline newsreading
offline Web viewing
Display
Print...
Cancel


Help Topics: Windows NT Help
Contents
Index
Find
1 Type the first few letters of the word you're looking for.
locale
2 Click the index entry you want, and then click Display.
local user profiles
locale
locking workstation
locks
log files
logging off
logon
accounts for services
logon script path
reconnecting network drives at
troubleshooting
long filenames
long side printing
lost files, restoring
low memory
Lpdsvc service
lpq utility
Display
Print...
Cancel


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Type:
Zip Code
Zip Code + 4
Phone Number
Social Security Number
Special formats are useful for tracking list and database values.
OK
Cancel


Help Topics: Windows NT Help
Contents
Index
Find
1 Type the first few letters of the word you're looking for.
international
2 Click the index entry you want, and then click Display.
interface, overview of
international characters
international product support
international settings
Internet
Internet calls
Internet chat
Internet Explorer
Internet newsgroups
Internet ratings
Internet, browsing
interrupt request lines
interruption in power supply, preventing
introduction to Windows NT 4.0
new features
tips
IP addresses
Display
Print...
Cancel


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Decimal places:
2
Use 1000 Separator (,)
Negative numbers:
-1234.10
1234.10
(1234.10)
(1234.10)
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.
OK
Cancel


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Font:
Wide Latin
High Tower Text
Humanst521 Cn BT
Humanst521 Lt BT
Humanst521 UBd BT
Font style:
Regular
Regular
Italic
Bold
Bold Italic
Size:
10
8
9
10
11
Underline:
None
Color:
Automatic
Normal font
Effects
Strikethrough
Superscript
Subscript
Preview
AaBbCcYyZz
This is a TrueType font. The same font will be used on both your printer and your screen.
OK
Cancel